

THE NINE MINUTES MANAGER: EFFECTIVE COMMUNICATION

NITYA PRAKASH

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Communication Skills

Presentation Skills

Non Verbal Communication

Process & Barriers of Communication Listening Skills

Paragraph Writing

Note Taking & Précis Writing

Business Letter Writing

Group Discussion

COMMUNICATION

MEANING OF COMMUNICATION

Communication is a word of The Nine Minutes Manager: Effective Communication Latin origin

It means sharing – Sharing of ideas, information or knowledge

DEFINITION OF COMMUNICATION

It is the transmission of idea, feeling or fact

It is passed from one person to another

It is passed over a medium

It The Nine Minutes Manager: Effective Communication is confirmed via feedback

IMPORTANCE OF COMMUNICATION

Proper understanding between employees

Motivation and employee morale

Dealing with customers effectively

Solve problems

Lead a team, motivate and help them give their contributions

Utilize manpower and other resources The Nine Minutes Manager: Effective Communication in the most effective and efficient manner

MOST COMMON WAYS WE COMMUNICATE

Written Word

COMMUNICATION SKILLS

1. Speak The Nine Minutes Manager: Effective Communication – To be understood
2. Listen – To understand
3. Write – To be understood
4. Read – To understand

MANAGERIAL & ORGANIZATIONAL

COMMUNICATION

Managerial Communication

refers to an

emphasis on communication strategies for achieving specific short term objectives

Organizational communication usually refers to established communication networks and

The Nine Minutes Manager Effective Communication

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